

MILPER MESSAGE NUMBER : 06-116
AHRC-MSE-R
MILITARY EVALUATIONS REGULATION REVISION: TRANSITION AND
POLICY

...Issued: [04/21/2006]...

1. References.

- A. MILPER Message 06-017: Electronic Evaluation Warning Order.
- B. AR 623-105, OER System, dated 17 Dec 04.
- C. AR 623-205, NCOER System, dated 15 May 02.
- D. AR 623-1, AER System, dated 31 Mar 92.
- E. AR 623-3, Military Evaluation System (dated TBD).
- F. DA PAM 623-3, Military Evaluation System (dated TDB).

2. Definitions. E-Date: Effective Date of new regulation, AR 623-3

3. Bottom line. References E and F (a revised military evaluation regulation and pamphlet) are expected to be completed staffing and signed within 30 days. These documents will become effective 30 days after date of signature. A subsequent MILPER message will announce actual effective dates for these references. These references update policy, procedure, and specific forms used in OER, NCOER, and AER systems. This message is applicable to RA, US Army Reserve and Army National guard soldiers.

4. Military Evaluations Policy and Forms Transition Plan. Listed below are requirements for transition to the revised forms and system.

A. E-Date thru E-Date + 120 days:

(1) Rating officials may continue established counseling using existing forms versions (e.g., forms dates of Oct 97 (OER Support Form), Dec 04 (DSF), and Oct 01 (NCOER Counseling)) and procedures until the current evaluation period is completed.

(2) New counseling will be initiated using revised forms (dated E-Date).

(3) Rating officials may initiate evaluations on either the revised forms (Dated E-Date), or the existing forms versions (e.g., forms dates of Dec 04 (OER), Oct 01 (NCOER) and Nov 77 (AER).)

B. After E-Date + 120 days:

(1) Rating officials may continue established counseling using previous form versions (i.e. forms dates of Oct 97 (OER Counseling), Dec 04 (DSF), and Oct 01 (NCOER Counseling)) until the current evaluation period is completed.

(2) New counseling will be initiated on revised forms (dated E-Date)

(3) Rating officials will initiate evaluations only on revised forms (dated E-Date). Final evaluations prepared on previous form versions will not be accepted at HQDA.

C. This transition plan allows a four month period of dual form use to ensure that all required reports with THRU dates before the E-Date will be at HQDA for processing before any moratorium on old forms versions is put in place.

5. Policy and Processing Changes. This revised regulation consolidates three regulations (references B, C, and D) into one document and their accompanying two pamphlets into one (reference F). Key elements of the revised AR 623-3 and DA PAM 623-3 policy and processing changes are summarized below.

a. Allows for electronic production of evaluation forms with digital signatures using an Army Publishing Directorate authorized application and electronic submission to HQDA.

b. Removes requirement for submission by PSBs in evaluation processing. Removes PSB initials on the actual form, leaves CMD and PSB codes for transition period tracking. (Note: until the Army is electronically submitting reports to HQDA via a "My Forms" tab on AKO, PSB/MPD will submit evaluations to HQDA using their current methods of submission.)

c. Makes changes to administrative information on forms and in processing. Adds blocks for rated Soldier email addresses and UIC; aligns "reasons for submission" codes between NCOER and OER. Adds section for USAR category if report is on USAR Soldier. Deletes a requirement for an APFT for Soldiers over 60 years. Clarifies definition of "complete" with regards to processing of a report at either unit or HQDA level. Adds "Depart TCS" as reason code. Adds GG grades for civilian senior raters. On NCOER, changes date format to reflect actual date (20040115).

d. Changes "loss of a rating chain member" rules when the Senior Rater is removed from the rating chain. Revised options include treating this a routine change or allowing the removed Senior Rater's rater to execute an evaluation if that individual meets qualifications (other than "time in position") and feels comfortable doing so.

e. Expands the prohibited comments section to restricting comments on any non-judicial punishment actions that are filed locally. Rating officials may still comment on underlying behavior that resulted in punishment.

f. Clarifies counseling requirements for all Soldiers. Requires that safety objectives and/or tasks be developed for every officer and NCO support/counseling forms. Adds, as a special interest item, that it is mandatory for rating officials to counsel on, and evaluate, a leader's conduct of training on prevention of sexual misconduct or training on avoidance of sexual misconduct.

g. Maintains NCOER counseling philosophy, redesigns form, and process. Two forms are redesigned into one NCOER Counseling and Support Form with content similar to that of a draft NCOER. Includes SR in process (review/initial).

h. Moves rated NCO to signing the NCOER last. Reports can be signed up to 14 days prior

to THRU date (but not submitted to HQDA until the thru date.) If rated NCO is unavailable for signature, SR comments and leaves signature section blank.

i. Allows NCOER promotable rating officials, serving in positions of the next higher grade, to use (P) next to their rank and serve as if at the next higher grade.

j. Adds requirement for recommendation of rank and duty position to which a rated NCO should be recalled from retirement in event of mobilization.

k. Aligns NCOER policy for time spent under suspension with that for officers. If the rated NCO is suspended and relieved, the period of suspension is non-evaluated time. If the rated NCO is suspended and not relieved, the period of suspension is evaluated time.

l. On OER form adds a separate block for rater's narrative on potential.

m. Updates requirement for senior rater profile restarts to match procedures in place since inception of DA Form 67-9 system: Senior raters must have at least 3 reports processed for the grade for restart, one of those reports be a documented misfire, and senior raters must have their senior rater's permission to restart.

n. Major change in policy concerning AERs and evaluation history. Establishes that time on an Academic Evaluation Report (AER) is counted as non-rated time on either a corresponding OER or NCOER. Example: under the revised regulation a Soldier might have an annual NCOER due with only 7 months of evaluated time. The 5 non-rated months were spent at an AER producing school within that 12 month period. This revision also offers options for recording periods of nonevaluated time over 9 months. There is no need to write a depart TDY OER or NCOER before an AER producing school.

o. Changes administrative information on AERs. Adds signature of rated Soldier. Eliminates distinction between resident and non-resident courses. Adds block for referral process for negative AERs. Eliminates period of report and leaves section for duration of course. Rescinds DA Form 1059-2; war college faculties will use DA Form 1059 to evaluate students. Clarifies and aligns rating official duties with the OER & NCOER. Allows letters of academic evaluation to be submitted with DA Form 1059-1. Clarifies that AERs are produced on an annual basis but offers some exceptions for Master's Degree level courses.

6. Subsequent MILPER messages will establish effective dates for the transition plan detailed here and will provide authorization dates for use of the AKO "My Forms" tab for electronic preparation and submission to HQDA.

7. POC. Evaluation Systems Office, (703) 325-9660, DSN: 221, email: tapcmse@hoffman.army.mil, <https://www.hrc.army.mil/site/active/TAGD/MSD/ESO/eso.htm>

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MILPER MESSAGE NUMBER : 06-143
AHRC-MSE-R
MILITARY EVALUATION SYSTEMS REGULATION IMPLEMENTATION
...Issued: [05/12/2006]...

1. References.

- A. MILPER Message 06-017: Electronic Evaluation Warning Order.
- B. MILPER Message 06-119: Military Evaluations Regulations Revision: Transition and Policy
- C. AR 623-3, Military Evaluations System, dated 15 May 06.
- D. DA PAM 623-3, Military Evaluation System, dated 15 May 06.

2. Bottom line. This message announces the effective dates for references C and D. These references update policy, procedure, and specific forms used in OER, NCOER, and AER systems. This message is applicable to RA, US Army Reserve and Army National Guard Soldiers.

3. Military Evaluations Policy and Forms Transition Plan. Listed below is a timeline for transition to the revised forms and system.

A. The new references are dated 15 May 06 with an effective date of 15 Jun 06.

B. From calendar date 15 Jun 06 through 12 Oct 06:

(1) Rating officials may continue established counseling using existing forms versions (e.g., forms dates of Oct 97 (OER Support Form), Dec 04 (DSF), and Oct 01 (NCOER Counseling)) and procedures until the current evaluation period is completed.

(2) New counseling will be initiated using revised forms (dated 15 Jun 06).

(3) Rating officials may initiate evaluations on either the revised forms (Dated 15 Jun 06), or the existing forms versions (e.g., forms dates of Dec 04 (OER), Oct 01 (NCOER) and Nov 77 (AER).)

C. After 12 Oct 06:

(1) Rating officials may continue established counseling using previous form versions (i.e. forms dates of Oct 97 (OER Counseling), Dec 04 (DSF), and Oct 01 (NCOER Counseling)) until the current evaluation period is completed.

(2) New counseling will be initiated on revised forms (dated 15 Jun 06).

(3) Rating officials will initiate evaluations only on revised forms (dated 15 Jun 06). Final evaluations prepared on previous form versions will not be accepted at HQDA.

D. This transition plan allows a four month period of dual form use to ensure that all required reports with THRU dates before the effective date will be at HQDA for processing before the moratorium on old forms versions.

4. This revised regulation allows for an electronic preparation of evaluation forms using AKO My Forms Tab. The functions on site will be released as they are ready for use and will gradually increase and improve until the entire

system is electronic (routing between rating officials and rated Soldiers, creation of support form, creation of final evaluation from support form, electronic signature, and electronic submission to HQDA. The current methods used for these processes will remain in effect and available until the entire Army is successfully using the "My Forms" tab on AKO. For example: until electronic submission to HQDA is in place, PSB/MPD will continue submit evaluations to HQDA using their current methods of submission (i.e., NCOER upload).

5. The next MILPER messages on this topic will provide inform on the timelines for AKO portal and evaluation forms special functions.

6. POC. Evaluation Systems Office, (703) 325-9660, DSN: 221, email: tapcmse@hoffman.army.mil, Website: <https://www.hrc.army.mil/site/active/TAGD/MSD/ESO/eso.htm>

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MILPER MESSAGE NUMBER : 06-251
AHRC-MSE
CHANGING CAREER FIELD DESIGNATION (CFD) TO FUNCTIONAL
CATEGORIES (FC) ON THE OER

...Issued: [09/18/2006]...

1. REF ALARACT MSG 162/2006, DTD 5 SEP 2006.

2. THIS MESSAGE WILL EXPIRE NLT XX AUG 2008. THESE PROCEDURES WILL BE INCLUDED IN THE NEXT UPDATE OF AR 623-3 AND DA PAM 623-3; HOWEVER, PROCEDURES EXPRESSED IN THIS MESSAGE WILL REMAIN IN EFFECT UNTIL THE CHANGE IS PUBLISHED.

3. EFFECTIVE 5 SEP 2006, AND EXPLAINED IN REF 1, THE CHIEF OF STAFF OF THE ARMY HAS AUTHORIZED ENHANCEMENTS OF OPMS CHANGING THE OFFICER PERSONNEL MANAGEMENT SYSTEM TO ALIGN BRANCHES AND FUNCTIONAL AREAS FOCUSING ON MULTI-SKILLED LEADERS WITH FUNCTIONALLY RELEVANT COMPETENCIES. FOR ARMY COMPETITIVE CATEGORY OFFICERS, OPMS REORGANIZES THE 4 CAREER FIELD DESIGNATIONS INTO 3 FUNCTIONAL CATEGORIES:

<u>CAREER FIELD DESIGNATION</u>	<u>FUNCTIONAL CATEGORIES</u>
OPERATIONS (OP)	MANEUVER, FIREWS, & EFFECTS (MFE)
OPERATIONAL SUPPORT (OS)	OPERATIONS SUPPORT (OS)
INFORMATION OPERATIONS (IO)	FORCE SUSTAINMENT (FS)
INSTITUTIONAL SUPPORT (IS)	

4. THE FOLLOWING BRANCHES ARE ALIGNED WITH THE CORRESPONDING FUNCTIONAL CATEGORIES:

a. MANEUVER, FIRES & EFFECTS (MFE): INFANTRY (11), AVIATION (15), ARMOR (19), FIELD ARTILLERY (13), AIR DEFENSE ARTILLERY (14), ENGINEER (21), MILITARY POLICE (31), CHEMICAL (74), SPECIAL FORCES (18), PSYCHOLOGICAL OPERATIONS (37), CIVIL AFFAIRS (38), INFORMATION OPERATIONS (30), PUBLIC AFFAIRS (46)

b. OPERATIONS SUPPORT (OS): MILITARY INTELLIGENCE (35), SIGNAL (25), TELECOMMUNICATIONS SYSTEM ENGINEER (24), SPACE OPERATIONS (40) INFORMATION SYSTEMS MANAGEMENT (53), INTELLIGENCE, STRATEGIC INTELLIGENCE (34), FOREIGN AREA OFFICER (48), STRATEGIC PLANS & POLICY (59), NUCLEAR & COUNTERPROLIFERATION (52), FORCE MANAGEMENT (50), OPERATIONS RESEARCH & SYSTEMS ANALYSIS (49), SIMULATIONS OPERATIONS (57), PERMANENT ACADEMY PROFESSOR (47)

c. FORCE SUSTAINMENT (FS): TRANSPORTATION (88), ORDNANCE (91), QUARTERMASTER (92), MULTIFUNCTIONAL LOGISTICS (90), ADJUTANT GENERAL (42) HUMAN RESOURCES (43), FINANCE (44), COMPTROLLER (45), ACQUISITION (51),

5. FOR OERs SUBMITTED ON ACC CPTs, ONE OF THE THREE FUNCTIONAL CATEGORIES WILL BE RECOMMENDED IN PART Vd BY THE RATER AND PART VIId BY THE SENIOR RATER ON DA FORM 67-9

AND IN PART Vd BY THE RATER ON DA FORM 67-9-1. CAREER FIELD DESIGNATIONS WILL NO LONGER BE USED. COMMENTS IN PART Vd AND PART VIId WILL STATE "WOULD BEST SERVE IN FUNCTIONAL CATEGORY XX/BRANCH OR FUNCTIONAL AREA." SELECT THE CORRESPONDING BRANCH FOR THAT FUNCTIONAL CATEGORY. DA PAM 623-3, DATED 15 MAY 2006, ELIMINATED A POTENTIAL CAREER FIELD RECOMMENDATION ON OERS FOR ALL RANKS EXCEPT CPT. THE FUNCTIONAL CATEGORY RECOMMENDATION WILL BE DISCUSSED WITH LTs DURING COUNSELING USING THE SUPPORT FORM, DA FORM 67-9-1.

6. IN ADDITION TO ELIMINATING CFDs, OPMS ALSO EXPANDS OFFICER'S ACCESS TO MULTI-FUNCTIONAL, INTER-AGENCY, INTER-GOVERNMENTAL, MULTI-NATIONAL (JIIM) EXPERIENCES. FOR OFFICERS ALLOWED TO COMPLETE UP TO A 90 DAY JIIM DETAIL, THE EVALUATION PERIOD WILL BE COVERED IN ACCORDANCE WITH AR 623-3, PARAGRAPH 3-48. A LETTER OF INPUT MAY BE RECEIVED FROM THE AGENCY/UNIT TO WHICH THE OFFICER IS DETAILED, HOWEVER IT IS NOT MANDATORY. PERIODS OF JIIM DUTY OF 90 DAYS OR MORE WILL REQUIRE AN OER; HOWEVER, COORDINATION FOR THESE OERS SHOULD BE MADE WITH THE POC TO THIS MESSAGE AS MOST OF THE RATING OFFICIALS WILL NEED EXCEPTIONS TO POLICY UNTIL SUCH TIME AR 623-3 CAN BE AMENDED.

7. POC: EVALUATIONS SYSTEMS OFFICE, (703) 325-9660 (DSN: 221), EMAIL: TAPCMSE@HOFFMAN.ARMY.MIL.

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MILPER MESSAGE NUMBER : 07-043
AHRC-MSE
ELECTRONIC EVALUATION SUBMISSIONS - PHASE 1

...Issued: [03/01/2007]...

1. Purpose. To announce the Phase 1 implementation for electronic submissions of evaluations using My Forms on AKO. This is a partial implementation. Subsequent phases will be implemented and announced separately.

2. References. Army Regulation and DA Pamphlet 623-3, MILPER messages 06-047, 06-116, 06-143 concerning electronic preparation and submissions of military evaluations on My Forms behind AKO.

3. Phase 1 Implementation: We have activated the "send to HQDA" feature of My Forms on AKO for Regular Army OERs that meet both of the following criteria:

- a. No enclosures;
- b. Block IId is NOT marked YES (in other words, the OER is not referred)

4. Additional Information:

a. We are mid-way through the process of transitioning to a fully electronic, data-based evaluation system. Our goals are 100% accountability and accuracy, a single Army standard and point of entry for information and support, and speed through the system. Over the last 10 months we have published a new regulation and released wizardized forms with embedded regulatory logic and digital signature capability (CAC only). Users across all three components have the ability to prepare, route, and track evaluations in the AKO My Forms Portal.

b. We are now implementing Phase 1 of the "send to HQDA" feature for most Active Component OERs. Subsequent phases for "send to HQDA" implementation depend on our ability to get a wide variety of technologies ready. These phases will allow the following reports to be sent electronically: Active Component OERs with enclosures and those which are referred; Active Component NCOERs, US Army Reserve OERs and NCOERs, and Army National Guard OERs. The later phases will be announced separately in future MILPER Messages.

c. Basic submission requirements for all phases are: a user with a completed military evaluation on a March 2006 PureEdge (wizardized) form with all signatures applied by CAC. The specific version of each form is indicated in the lower right hand corner and reads "APD PE v. #". The latest version includes the latest updates and corrections internal to the wizard help. For the DA Form 67-9, we are currently working with form version 6.00. Older versions will work, as long as they are forms dated March 2006, however, they might have some errors in them that have since been corrected and may slow processing once submitted to HQDA.

NOTE: Due to occasional corrections and improvements made to the evaluation form

wizards, users should not save blank outdated versions to their favorites or share drive. Always start a new form from the APD form base or AKO My Forms.

d. Reports submitted electronically through AKO My Forms will be reviewed for errors prior to acceptance at HQDA. If corrections are required, the evaluation will be returned to the sender's AKO My Forms Inbox and the sender will receive an email to his/her AKO email address stating that the report has been returned and identifying errors requiring correction.

NOTE: For OER and NCOER lateness purposes, the report will not be considered as "successfully submitted" to HQDA until the sender corrects the errors, resubmits the report to HQDA, and HQDA accepts it for processing. If you are not confident in your ability to produce an error-free report do not wait until the due date to HQDA to submit reports.

e. Phase 1 narrows requirements to: an OER on an Active Component officer which has no enclosures and does not have a YES in the referred block. References in paragraph 2 of this message cover technology requirements, how forms are prepared and used in AKO My Forms, regulatory duties and responsibilities, and education tools. Users may access briefings, frequently asked questions, and training material at the Evaluations webpage at

<https://www.hrc.army.mil/site/active/TAGD/MSD/msdweb.htm>. The S1 Net Evaluations Community provides an interactive venue on this topic, as well (<https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=166639>).

f. Guidance for Submission to HQDA.

1) DO NOT submit paper copies of reports in addition to electronic submissions as duplicate copies slow the processing system considerably. Only send one copy of each report. Use the Interactive Web Response System (IWRS) to confirm receipt at HQDA.

2) If AKO My Forms submission is not available or not yet authorized for your reports, paper submission to HQDA by mail and upload by digital sender scanner or other scanning devices for NCOER are still authorized. Senders should ensure that copies destined for submission to HQDA have been printed with full SSN. Select the option "YES" to print a copy for hard copy submission to HQDA. Select the option "NO" to print an information or personal copy, which will reflect only the last 5 digits of the SSN.

3) The OER by Email Program, or submission of the OER as an email attachment, will continue for deployed units only. Justification: Sending reports using the PureEdge Forms with digital signatures via AKO results in good quality documents in Official Military Personnel files and provides the best means of accountability. The original intent of the OER by Email program was that it be used by people without easy access to AKO or PureEdge. NOTE; Within 60 days of this implementation date we will begin contacting non-deployed "OER by Email" senders to end their authorization to send Active Component OERs by email.

4) We are working through a myriad of new technologies with this application. We have tested the AKO My Forms system and know it works. However, we still recommend that in the early months the sender save a copy locally before electronically submitting a final report.

Make sure the report is accepted by HQDA (using the tracking section of AKO My Forms) and verify its presence using IWRS. Contact us quickly if electronic submission does not work as expected – i.e., if the form doesn't appear in your AKO My Forms tracking section or in IWRS

within a reasonable amount of time.

5) Using AKO My Forms to prepare and route documents between rating officials works and provides a way of managing, viewing read only copies, and tracking forms during their preparation. Army Publishing Directorate is expanding and improving their portal over the next year which will increase speed and reduce wait time. In the interim, users may prefer to email PureEdge evaluations between rating officials as normal email attachment and upload them back into the AKO My Forms portal just prior to submission to HQDA. In addition, users are reminded that information from PureEdge counseling/support forms in AKO My Forms will transfer to final evaluations using the Create OER or NCOER under the Special Tasks dropdown.

5. POC: Evaluation Systems Office, telephone (703) 325-9660 (DSN: 221), email: tapcmse@conus.army.mil

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MILPER MESSAGE NUMBER : 07-102
AHRC-MSE
DETAILS FOR OER SENIOR RATER PROFILE CONSOLIDATION
...Issued: [04/27/2007]...

1. Purpose: To provide details for transition to a single OER senior rater profile.

2. References:

- a. MILPER Msg: 07-072, Single OER Senior Rater Profile Consolidation
- b. MILPER Msg: 07-073, Evaluation Timeliness Report
- c. MILPER Msg: 07-043, Electronic Evaluation Submissions - Phase 1
- d. AR 623-3 Evaluation Reporting System, dated 15 May 06
- e. DA PAM 623-3, Evaluation Reporting System, dated 15 May 06

3. Background: The Evaluation Reporting System is changing to adapt to the Army's environment; however, basic foundations remain: evaluate today's Soldiers to select and develop tomorrow's leaders. Currently, rating officials make assessments of performance and potential against a standard—Army Values, a leadership doctrinal framework, organization mission, and a Soldier's particular set of duties, responsibilities, tasks, and objectives using a series of box checks, narratives, and rating techniques. This will not change. Changing the senior rater profile within the Officer Evaluation Reporting System by changing the senior rater's base of consideration for a box check (Part VII.b) is required to meet future needs and incorporate opportunities gained by operating as one Army.

4. Specific Details:

a. All OERs received at HQDA (either at HRC-Alexandria, HRC-St Louis, or ARNG HQ locations) up to and on 21 May 07 will process using three separate profiles, separated by grade and component (Active, USAR, and ARNG). The OER must be received by the Human Resources Command at either Alexandria or St Louis locations and ARNG Reports Processing Office by 21 May 07 for one of the three profiles to be applied. The OER THRU date is not a factor.

b. All OERs received on and after 22 May 07 will:

(1) Process using one profile (separated by grade). Date of receipt (on or after 22 May 07) determines that a consolidated profile will be applied. The OER THRU date is not a factor.

(2) Be submitted to HRC Alexandria for processing and not to St Louis or ARNG HQ. Be submitted electronically via My Forms on AKO or by mail to USA HRC, ATTN: AHRC-MSE-R, 200 Stovall St., Alexandria VA 22332-0442. Units deployed in support of contingency operations and with prior authorization from HRC to submit reports in this manner may submit OER via email attachment to tapcmsesr@conus.army.mil. The OER by Email program may be used after 22 May 07 for OER on USAR and ARNG officers. There is no change at this time to mailing addresses for NCOER.

(3) Be due at HQDA within 90 days after THRU date. This applies to OER on officers in AC, USAR, and ARNG. In accordance with reference 2.a. and 2.b. NCOER will also be due within 90 days after the THRU date.

(4) Be visible in Interactive Web Response System (IWRS) and Senior Rater Profile (for both profile and timeliness reports) on line (located at HRC website: <https://www.hrc.army.mil/indexflash.asp>). Information will not be visible until the end of the HQDA transition period (21 May - 15 Jun 07).

(5) Only OERs submitted for individuals being considered by the Active Component Colonel Chaplain selection board will be received and profiled using three separate profiles until 25 May 07 as detailed in MILPER Msg 07-044. This is an exception to the above guidance. Any OER needed to support ACOM box checks for this board must arrive by 21 May 07.

(6) OERs submitted for the ARNG GO Federal Recognition Board, scheduled to commence 12 Jun 07, must be submitted to HRC prior to 21 May 07 to ensure they are completed in time for the selection board.

c. Reminders about related items contained in reference d. and e.:

(1) An OER profile impacts the senior rater box check in Part VII.b and statement in Part VII.a, "I currently senior rate (#) officers." Under a consolidated profile all officers of the same rank will be considered for these elements.

(2) After consolidation, evaluation policy remains that for all OER written, separated by grade, a senior rater must maintain a percentage of Above Center of Mass (ACOM) box checks below 50%. While a senior rater is writing the first four OER for any grade the profile may equal 100% or 50% ACOM but only when the first ACOM report rendered.

(3) An OER may be signed up to 14 days prior to the THRU date but cannot be received by HQDA until the THRU date.

d. Senior Raters who hold profiles on officers in only one component will not be affected except that they will comply with consolidated procedures (i.e., My Forms on AKO or Alexandria address for submissions, within 90 day from THRU date, and visibility in IWRS, SR Profile and Timeliness Report online).

e. Senior Raters who hold profiles on officers in more than one component will have their existing profiles combined into one, separated by grade, and they will comply with consolidated procedures (i.e., My Forms on AKO use or Alexandria address for submissions, within 90 day from THRU date, and visibility in IWRS, SR Profile and Timeliness Report online). An example of profile consolidation follows:

(1) Prior to consolidation a senior rater has the following 3 profiles for LTC: (1) Active: 6-8-1-0, 15, 40% (2) USAR: 4-10-0-1, 15, 26.6% and (3) ARNG: 1-5-0-0, 6, 16.6%

(2) After consolidation a senior rater will have the following profile for LTC: 11-23-1-1, 36, 30.5%

f. If, after combining profiles, a senior rater experiences an Above Center of Mass (ACOM) percentage that is equal to or greater than 50% in the profile for any grade, the senior rater may elect one of two options which are described in paragraph 4.g.. An example of such profile consolidation issue follows:

(a) Prior to consolidation a senior rater has the following 3 profiles for LTC:

(1) Active: 1-1-0-0, 2, 50% (2) USAR: 1-1-0-0, 2, 50% and (3) ARNG: 1-0-0-0, 1, 100%

(b) After consolidation a senior rater will have the following profile for LTC: 3-2-0-0, 5, 60%

g. A senior rater with a profile consolidation issue after conclusion of the transition period (22 May 07 to 15 Jun 07) may:

(1) Do nothing and allow subsequent OERs to achieve a percentage of ACOM which is less than 50% for the affected grade

(2) Contact POC below and request a profile restart for the affected grade. HQDA will waive requirements for restarting a profile (i.e., senior rater permission, 3 processed reports, and a documented misfire) when the greater than 50% ACOM profile is caused by profile consolidation.

h. 22 May 07 to 15 Jun 07 is a transition period for HQDA processing. During this time:

(1) IWRS & SR profiles online will continue to reflect information up to 21 May 07. Information will reset to reflect reports received after this date at the conclusion of the transition period.

(2) Evaluation staff will be focused on the transition and will not be readily available to answer routine evaluation policy and processing questions.

(3) A MILPER message will be prepared announcing an end of the transition period. It is not expected to extend beyond 15 Jun 07.

i. At conclusion of the transition period (expected 15 Jun 07) senior raters should check their consolidated profiles using the online application ((located at HRC website: <https://www.hrc.army.mil/indexflash.asp>). Contact the POC with any questions or problems.

j. Tools designed to support profile management are available on POC website and are being updated to accommodate a consolidated profile. Briefing slides and answers to frequently asked questions are also located at this site and S1 Net.

4. POC: Evaluation Systems Office, (703) 325-9660 (DSN: 221), email: tapcmse@conus.army.mil , website: <https://www.hrc.army.mil/site/active/tagd/MSD/ESO/es0.htm>

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MILPER MESSAGE NUMBER : 07-133
AHRC-MSE
ELECTRONIC EVALUATION SUBMISSIONS - PHASE 2
...Issued: [05/25/2007]...

A. ARMY REGULATION AND DA PAMPHLET 623-3, AND MILPER MESSAGE 07-043, ELECTRONIC EVALUATION SUBMISSIONS - PHASE 1.

1. PURPOSE. ANNOUNCE THE PHASE 2 IMPLEMENTATION FOR ELECTRONIC SUBMISSIONS OF EVALUATIONS USING MY FORMS ON AKO. THIS IS A PARTIAL IMPLEMENTATION.

A. PHASE 1 IMPLEMENTATION ACTIVATED THE SEND TO HQDA FEATURE IN MY FORMS ON AKO FOR ACTIVE OERS.

B. SUBSEQUENT PHASES WILL CONTINUE TO BE IMPLEMENTED AND ANNOUNCED SEPARATELY.

2. PHASE 2: IN ADDITION TO ACTIVE OERS, WE ACTIVATED "SEND TO HQDA" ON AKO MY FORMS FOR ARMY RESERVE AND NATIONAL GUARD OERS MEETING THE FOLLOWING CRITERIA:

A. NO ENCLOSURES.

B. BLOCK IID IS NOT MARKED YES (IN OTHER WORDS, THE OER IS NOT REFERRED).

3. ADDITIONAL INFORMATION.

A. MILPER MESSAGE 07-043 CONTAINS GENERAL INFORMATION ON MY FORMS: TECHNOLOGY REQUIREMENTS, FORM PREPARATION AND USE, POLICY, SOP SUGGESTIONS, AND EDUCATION TOOLS. TRAINING MATERIALS ARE LOCATED ON S1 NET OR EVALUATION SYSTEMS WEBPAGE: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/MSD/MSDWEB.HTM](https://www.hrc.army.mil/site/active/tagd/msd/msdweb.htm).

B. WE EXPECT TO ACTIVATE THE SEND TO HQDA FEATURE FOR NCOERS FROM ALL COMPONENTS BY END OF SUMMER 2007. AT THAT TIME OTHER ELECTRONIC MEANS OF SUBMISSION WILL BE PHASED OUT (I.E., NCOER UPLOAD). UNITS CAN PREPARE FOR THIS NOW BY USING MY FORMS FOR ALL UNIT LEVEL EVALUATION ACTIVITIES (I.E., TRANSFER OF SUPPORT/ COUNSELING FORMS TO FINAL EVALUATIONS, DIGITAL SIGNATURES, AND ROUTING BETWEEN RATING OFFICIALS).

C. WE ARE ON VERSION 6.0 OF THE OER, VERSION 5.0 FOR THE NCOER. USERS ARE ADVISED THAT THE MOST CURRENT VERSION OF SUPPORT/COUNSELING AND EVALUATION FORMS CONTAIN CORRECTIONS TO MOST TECHNICAL ERRORS. THE LATEST VERSIONS OF FORMS ARE ON AKO MY FORMS OR APD'S WEBSITE ([WWW.APD.ARMY.MIL](http://www.apd.army.mil)). CREATING AN EVALUATION FROM A SUPPORT/ COUNSELING FORM IN MY FORMS ALWAYS RESULTS IN THE LATEST EVALUATION VERSION. NEWER VERSIONS OF BOTH FORMS ARE DUE TO BE RELEASED IN SEVERAL WEEKS.

4. POC: EVALUATION SYSTEMS OFFICE, TELEPHONE (703) 325-9660 (DSN: 221), EMAIL: TAPCMSE@CONUS.ARMY.MIL

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